



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

ASST. DIRECTOR OF PLANNING/CODES

1279

07/18/14

Assists the Director of Planning/Codes in all aspects of planning, zoning, environmental health, building codes, and code compliance. Ensures accurate and timely planning and zoning actions and responds to public requests for information. Supervises and participates in advanced professional planning and development review activities. Requires a Bachelor's Degree in municipal or regional planning, geography, public administration, or related field and a minimum of five years' work experience in municipal or regional planning in the public or private sector, with at least one year of supervisory experience. Master's degree in Planning, Geography or Urban studies with GIS experience or specialized training in computer aided drafting and design, geographic information systems, or related area with public sector work experience preferred.

Must have excellent oral and written communications skills; be proficient with Microsoft Office software applications specifically Excel, Word, Publisher, Powerpoint, MS Project Access or similar computer Programs. Requires a Texas driver's license with good driving record, AICP and/or CNU certification preferred and successful completion of a pre-employment drug screen. Salary is negotiable depending on qualifications. Applications are accepted at City of Seguin, Human Resource Department, 205 N. River, Seguin, Texas 78155. www.seguintexas.gov. Position open until filled. AA/EOE